

# DVHA Routing Form

Revision Date 5/1/12

Type of Agreement: **Contract** Agreement #: **22286** Form of Agreement: **Amendment** Amendment #: **1**

Name of Recipient: **Classic Optical Laboratories, Inc.** Vendor #: **314746**

Program Manager: **Daljit Clark** Phone #: **802-879-5915**

Agreement Manager: **Meaghan Kelley** Phone #: **802-871-3302**

Brief

Explanation of Agreement: **Extending the Contract term one additional year and revising Attachment C**

Start Date: **July 1, 2012** End Date: **June 30, 2014** Maximum Amount: **\$444,360.00**

Amendments Only: Maximum Prior Amount: **\$222,180.00** Percentage of Change: **100.00%**

Bid Process (Contracts Only): ☒ Standard ☐ Simplified ☐ Sole Source ☐ Statutory ☐ Master Contract SOW

Funding Source

<b>Global Commitment 93.778</b>	<b>\$444,360.00</b>	

Contents of Attached Packet

- ☒ AA-14 ☒ Attachments A, B, C & F ☐ Attachment G - Academic Research  
☐ Sole Source Memo ☐ Attachment D - Modifications to C & F ☐ MOU  
☒ Qualitative/Justification Memo ☒ Attachment E - Business Associate Agreement ☒ Other: **Base Contract**

Reviewer	Reviewer Initials	Date In	Date Out
DVHA Grant & Contract Administrator	Kate Jones		5/9
DVHA BO	Carrie Hathaway <i>Jill Grand</i>	5/8/13	5/8/13
DVHA Commissioner or Designee	Mark Larson, Commissioner	5/9/13	5/10/13
AHS Attorney General	Seth Steinzor, AAG		5/17/13
Following Approvals for Contracts Only:			
AHS CIO			
AHS Central Office	Diane Nealy	5/20/13	5/24/13
AHS Secretary	Dixie Henry, Deputy Secretary	5/28/13	5/28/13

Vision Account Codes:

**PAID THRU HP - NO VISION CODES**

☐ FFATA Entry ☐ Grant Tracking Module Vision PO #: Initials & Date: Approval & B/C:



**Note: All sections are required. Incomplete forms will be returned to department.****I. CONTRACT INFORMATION:**

Agency/Department: AHS/ DVHA Contract #: 22286 Amendment #: 1  
 Vendor Name: Classic Optical Laboratories, Inc. VISION Vendor No: 314746  
 Vendor Address: 3710 Belmont Avenue, Youngstown, Ohio 44505  
 Starting Date: 7/1/2012 Ending Date: 6/30/2014 Amendment Date: 6/29/2013  
 Summary of agreement or amendment: Extending the Contract term one additional year and revising Attachment C

**II. FINANCIAL INFORMATION**

Maximum Payable: \$444,360.00 Prior Maximum: \$ 222,180.00 Prior Contract # (If Renewal):  
 Current Amendment: \$222,180.00 Cumulative amendments: \$ 222,180.00 % Cumulative Change: 100 %  
 Business Unit(s): 3410; ; - [notes: ] VISION Account(s): 507600;

**III. PERFORMANCE INFORMATION**Does this Agreement include Performance Measures tied to Outcomes and/or financial reward/penalties? ☒ Yes ☐ No

Estimated Funding Split: G-Fund % S-Fund % F-Fund % GC-Fund 100.00 % Other %

**IV. PUBLIC COMPETITION**

The agency has taken reasonable steps to control the price of the contract or procurement grant and to allow qualified organizations to compete for the work authorized by this contract. The agency has done this through:

☒ Standard bid or RFP ☐ Simplified Bid ☐ Sole Sourced ☐ Qualification Based Selection ☐ Statutory

**V. TYPE OF AGREEMENT & PERFORMANCE INFORMATION**

Check all that apply: ☐ Service ☒ Personal Service ☐ Architect/Engineer ☐ Construction ☐ Marketing  
☐ Information Technology ☐ Other, describe:

**VI. SUITABILITY FOR CONTRACT FOR SERVICE**

☒ Yes ☐ No ☐ n/a If this is a Personal Service contract, does this agreement meet all 3 parts of the "ABC" definition of independent contractor? (See Bulletin 3.5) If NO, then contractor must be paid through Payroll

**VII. CONTRACTING PLAN APPLICABLE:**Are one or more contract or terms & conditions provisions waived under a pre-approved Contracting Plan? ☐ Yes ☒ No**VIII. CONFLICT OF INTEREST**

By signing below, I certify that no person able to control or influence award of this contract had a pecuniary interest in its award or performance, either personally or through a member of his or her household, family, or business.

☐ Yes ☒ No Is there an "appearance" of a conflict of interest so that a reasonable person may conclude that this party was selected for improper reasons: (If yes, explain)

**IX. PRIOR APPROVALS REQUIRED OR REQUESTED**

☒ Yes ☐ No Agreement must be approved by the Attorney General under 3 VSA §311(a)(10) (personal service)  
☒ Yes ☐ No I request the Attorney General review this agreement as to form  
 No, already performed by in-house AAG or counsel: \_\_\_\_\_ (initial)  
☐ Yes ☒ No Agreement must be approved by the Comm. of DII; for IT hardware, software or services and  
 Telecommunications over \$100,000  
☐ Yes ☒ No Agreement must be approved by the CMO; for Marketing services over \$15,000  
☐ Yes ☒ No Agreement must be approved by Comm. Human Resources (privatization and retiree contracts)  
☒ Yes ☐ No Agreement must be approved by the Secretary of Administration

**X. AGENCY/DEPARTMENT HEAD CERTIFICATION; APPROVAL**

I have made reasonable inquiry as to the accuracy of the above information:

Date 5/10/13 Agency/ Department Head

Date 5/28/13 Agency Secretary or Other Department Head (if required)

Date 5/17/13 Approval by Attorney General

Date 6/24/13 Approved by Commissioner of Human Resources

Date CIO Date CMO

Date Secretary of Administration

MAY 30 2013





State of Vermont  
Department of Vermont Health Access  
312 Hurricane Lane, Suite 201  
Williston VT 05495-2807  
[www.dvha.vermont.gov](http://www.dvha.vermont.gov)

Agency of Human Services  
[Phone] 802-879-5900  
[Fax] 802-879-5651

MEMORANDUM

**TO:** Jeb Spaulding, Secretary AoA

**FROM:** Daljit Clark; Clinical Unit Director, DVHA

**DATE:** April 10, 2013

**SUBJECT:** Approval of one year extension contract with Classic Optical Laboratories (Contract # 22286)  
Duration: 07/01/12 – 6/30/14  
Value of Contract: \$444,380.00

Through this memo, we are requesting approval for a one year extension with Classic Optical Laboratories, Inc. to provide eyeglasses, frames, lenses, and associated parts to our Medicaid beneficiaries. This company operates out of Ohio and also provides service for New Hampshire and Maine's Medicaid eyeglass program as well as several other states throughout the country. Classic Optical was selected via RFP process, and stood out as the most impressive optical provider. They were the only bidder to receive a perfect 30 out of 30 for eyeglass quality, as evaluated by an independent optician in a blind quality review. They have the most experience with Medicaid programs, excellent references, and the best website and online ordering out of the bidders.

Classic is required to submit quarterly and annual reports to DVHA that include the number of provider errors and Contractor's errors, as well as other data that will be used to evaluate performance. Although these are not tied to financial penalties, these reports have helped us evaluate not only whether to renew with Classic, but prompt Classic to provide a high level of performance.

The funding for this contract is covered by the Global Commitment to Health Appropriations and complies with all mandatory provisions of AOA Bulletin 3.5. DVHA looks forward to the approval of this amendment. If you have any questions about this contract, please contact Daljit Clark at 879-5915.

APPROVED

Secretary of Administration

Date

05/31/13



MAY 30 2013



### AMENDMENT

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the "State") and Classic Optical Laboratories, Inc. (hereafter called the "Contractor") that the contract on the subject of personal services generally on the subject of providing eyeglasses to Vermont Medicaid beneficiaries, effective July 1, 2012, is hereby amended effective June 30, 2013, as follows:

1. By deleting on page 1 of 34 of the base agreement, Section 3 (Maximum Amount), and substituting in lieu thereof the following Section 3:

3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$444,360.00

2. By deleting on page 1 of 34 of the base agreement, Section 4 (Contract Term), and substituting in lieu thereof the following Section 4:

4. **Contract Term.** The period of the Contractor's performance shall begin on July 1, 2012 and end on June 30, 2014 with the option to renew for up to one (1) additional one-year term.

3. By deleting, beginning on page 14 of 34 of the base agreement, Attachment C (Customary Provisions for Contracts and Grants) revised 1/11/11, and substituting in lieu thereof the following Attachment C revised 11/7/12:

### ATTACHMENT C CUSTOMARY PROVISIONS FOR CONTRACTS AND GRANTS

1. **Entire Agreement.** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law.** This Agreement will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
4. **Appropriations:** If appropriations are insufficient to support this Agreement, the State may cancel on a date agreed to by the parties or upon the expiration or reduction of existing appropriation authority. In the case that this Agreement is funded in whole or in part by federal or other non-State funds, and in the event those funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to fund this Agreement from State revenues.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor



will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The Party shall notify its insurance company and the State within 10 days of receiving any claim for damages, notice of claims, pre-claims, or service of judgments or claims, for any act or omissions in the performance of this Agreement.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverage is in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

**Workers Compensation:** With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

**General Liability and Property Damage:** With respect to all operations performed under the Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate



\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

**Automotive Liability:** The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

**Professional Liability:** Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of \$ N/A per occurrence, and \$ N/A aggregate.

8. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
9. **Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

A single audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a single audit is required.

10. **Records Available for Audit:** The Party will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement.
11. **Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.
12. **Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of



Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**13. Taxes Due to the State:**

- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**14. Child Support:** (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**15. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of his Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.

Notwithstanding the foregoing, the State agrees that the Party may assign this agreement, including all of the Party's rights and obligations hereunder, to any successor in interest to the Party arising out of the sale of or reorganization of the Party.

**16. No Gifts or Gratuities:** Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**17. Copies:** All written reports prepared under this Agreement will be printed using both sides of the paper.

STATE OF VERMONT  
AMENDMENT TO PERSONAL SERVICES CONTRACT  
CLASSIC OPTICAL LABORATORIES, INC.

PAGE 5 OF 5  
CONTRACT #22286  
AMENDMENT #1

**18. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at:  
<http://bgs.vermont.gov/purchasing/debarment>

**19. Certification Regarding Use of State Funds:** In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

State of Vermont – Attachment C  
Revised AHS – 11-7-2012

This amendment consists of 5 pages. Except as modified by this amendment and any previous amendments, all provisions of this contract (#22286), dated July 1, 2012, shall remain unchanged and in full force and effect.

STATE OF VERMONT  
DEPARTMENT OF VERMONT HEALTH ACCESS

CONTRACTOR  
CLASSIC OPTICAL LABORATORIES, INC.

E-SIGNED by Mark Larson  
on 2013-Jun-05

MARK LARSON, COMMISSIONER

DATE

E-SIGNED by Dawn Friedkin  
on 2013-Jun-05

DAWN FRIEDKIN, COO

DATE